P-touch Handy

MODEL PT-1200 USER'S GUIDE

brother ®

LA0500001

INTRODUCTION

This machine will help you design and print labels for any application.

Extremely versatile, it can create characters of many sizes and styles. In addition, with the use of colorful tape cartridges, you can print labels with a variety of letter and background colors.

You no longer have to worry about rushing tasks that require professional-type printing. The quality and performance of this machine make it very versatile.

Although this machine is easy to use, we suggest that you read this manual carefully before starting. Please keep this manual in a handy place for future reference.

Good luck! We hope you enjoy making beautiful custom labels.


GENERAL PRECAUTIONS

- Use only Brother TZ tapes with this machine. Do not use tapes that do not have the **TZ** mark.
- Three different tape widths are available: 1/4" (6 mm), 3/8" (9 mm) and 1/2" (12 mm).
- Do not pull the tape. This may damage the tape cassettes.
- Do not attempt to cut the tape while printing or feeding since this will damage the tape.
- Do not clean the machine with alcohol or other organic solvents. Use only a soft, dry cloth.
- Remove the batteries if you do not intend to use your machine for an extended period of time.
  (Note: When power is disconnected for more than three minutes, any messages in the working area or the Phrase Memory will be lost.)
- Do not put any foreign objects onto or into the machine.
- Do not expose the machine to high temperatures or high humidity. Never leave it on the dashboard or in the back of your car.
- Do not use the machine in dusty places. Keep it out of both direct sunlight and rain.
- Do not leave any rubber or vinyl on the machine for an extended period of time. Doing so may cause staining.
- After inserting a new tape cassette, advance the tape by holding down (Code) and pressing (Sym) once.
- Do not touch the print head mechanism. If the head is touched, clean it immediately with a soft wipe (e.g. a cotton swab) to avoid permanent damage.
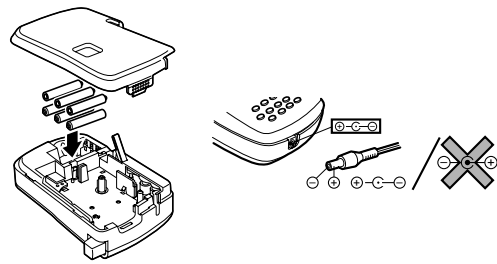- To avoid injuries, do not touch the cutter's edge.

POWER SUPPLY

Since this machine is compact and portable, it can be used anywhere by installing six AAA alkaline batteries (LR03). When changing the batteries, always replace all six at the same time.
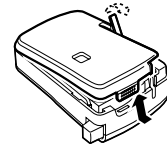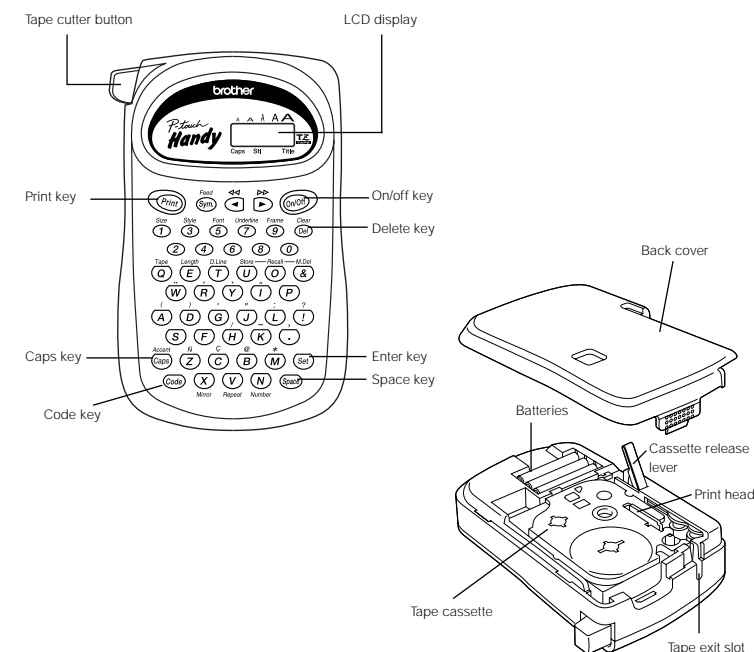
(1) Press in on the rough area at the top end of the machine and pull off the back cover. At the same time, the cassette release lever on the back of the machine is lifted.
(2) Insert the batteries in the direction shown by the illustration on the bottom of the battery compartment. The positive end of the three batteries in the bottom row point toward the right, while the positive end of the top three point in the opposite direction.
Note: When replacing the batteries, insert the new ones within three minutes of removing the old ones, otherwise any message in the working area or Phrase Memory will be lost .
(3) Replace the back cover by inserting the tab on the bottom end of the cover into the slot on the bottom end of the machine, then securely fitting it into place. Lock the back cover by pushing the release lever back into place.

OVERVIEW

Tape cutter button
LCD display
Print key
On/off key
Delete key
Caps key
Enter key
Space key
Code key
Back cover
Batteries
Cassette release lever
Print head
Tape cassette
Tape exit slot

TAPE CASSETTES

A TZ tape cassette is supplied with this unit.
The Brother TZ tapes used in this machine are available in a variety of colors and three tape widths (1/4" (6 mm), 3/8" (9 mm), and 1/2" (12 mm)).

(1) Press in on the rough area at the top end of the machine and pull off the back cover. At the same time, the cassette release lever on the back of the machine is lifted.
(2) If there is a tape cassette already in the compartment, remove it by pulling it straight up.
(3) Remove the stopper from the new tape cassette and if the tape inside the cassette is loose, use your finger to wind the toothed wheel in the direction of the arrow on the tape cassette.

Note: Some tape cassettes are not provided with a stopper.

(4) Insert the tape cassette firmly into the compartment.

Note: When inserting the tape cassette, make sure that the inner ribbon does not get caught on the corner of the metal guide.

(5) Replace the back cover by inserting the tab on the bottom end of the cover into the slot on the bottom end of the machine, then securely fitting it into place. Lock the back cover by pushing the release lever back into place.
(6) Feed the tape by holding down (Code) and pressing (Sym) once, then press in on the tape cutter button to cut the tape.
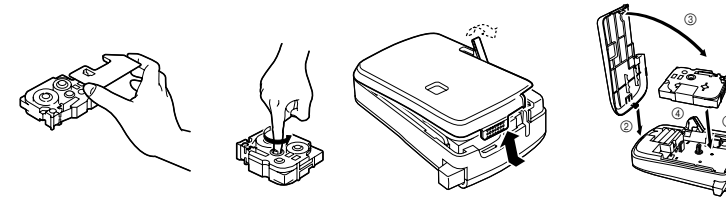
STARTING

Press (On/Off) .

The machine's internal memory retains the last message created and displays it when you turn on the machine. This feature allows you to stop work on a message, turn off the machine and return to it later without having to re-enter the message.
The machine has an automatic power-off feature. If no key is pressed within five minutes while the machine is on, it will automatically turn off. The message will be retained in memory until the machine is turned on again.

CODE KEY

By holding down (Code) and pressing a key with a function, written in yellow above it, you can use the corresponding function or add the corresponding character to your message.

CAPS KEY

By pressing (Caps) to enter Caps mode, you can add uppercase letters to your message by simply pressing the character keys. When this mode is on, the Caps indicator in the bottom left-hand corner of the display comes on. To exit Caps mode, press (Caps) to turn off the Caps indicator.

DISPLAY

This machine's LCD display is 4 characters wide. Actually though, you can create messages up to 55 characters in length. The 4-character display is like a window which moves across your message.

123456789012345678901234567890123456789012345678901234512345
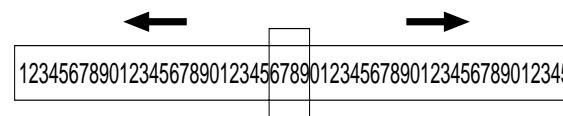
CURSOR MOVEMENT

You can review and edit different parts of your message by moving the cursor backward and forward.

Press (◁◁) and (▷▷) to move the cursor one space at a time.

Note:

- Hold down (Code) and press (◁◁) to return the cursor to the beginning of the message.
- Hold down (Code) and press (▷▷) to advance the cursor to the end of the message.

DELETE KEY

This key can be used to remove characters from your message, delete the entire message or cancel some settings.
To delete a character:
Press (Clear/Del) to delete the character to the left of the one above the cursor.
To delete the current message:
Hold down (Code) and press (Clear/Del) .

SPACE KEY

As on a typewriter, press (Space) to add a blank space to your message.

ENTER KEY

Press (Set) to select some settings, such as an accented character, a symbol, the label length.

COMPOSITE CHARACTERS

You can create composite characters, which consist of a letter and an accent. The accents available are ˘, ¨, ˋ, and ˆ.

(1) Hold down (Code) and press the key of the accent you want to enter.
(2) Type the letter you wish to combine with it. The accent and character will flash alternately on the LCD display, but will be printed together when you print your label.

ACCENTED CHARACTERS

You can choose from a list to add other accented characters to your message.

(1) Press (Caps) if you want the accented character to be an uppercase letter.
(2) Hold down (Code) and press (Caps). The message "A-U?" is displayed.
(3) Press the key corresponding to the letter in the desired accented character.
(4) Press (◁◁) and (▷▷) to move the cursor under the accented character that you wish to use.
(5) Press (Set) to add the selected character to your message. The letter and accent will flash alternately in your message, but will be printed together when you print your label.

SYMBOLS

In addition to the letters, symbols, and numerals on the key tops, there are 70 symbols available in Symbol mode. These symbols are divided into 18 groups, corresponding to the letters A through R.
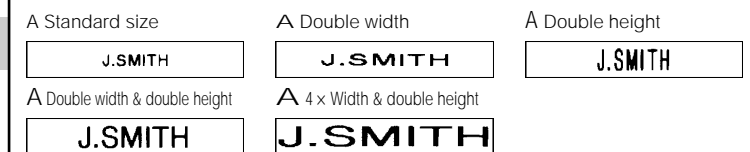
Group No.	SYMBOLS				Group No.	SYMBOLS			
A	Ü	ü	Ç	ç	J	2	3	2	3
B	Æ	æ	á	é	K	4	™	®	©
C	í	ó	ú	★	L	☎	✆	📷	🎣
D	Å	å	É	ñ	M	✈	☀	!	♣
E	Ö	ö	Ñ	ñ	N	¢	🗑	⚡	✦
F	í	¿	§	#	O	☞	☜	☝	♥
G	:	°	·	%	P	✉	♦	♪	♥
H	+	×	÷	=	Q	↑	↓	←	→
I	$	¢	[	]	R	☺	☹	☼	

To input a symbol from Symbol mode:
(1) Press (Sym) to enter Symbol mode. The message "A-R?" is displayed.
(2) Press the key of the letter whose group contains the symbol you wish to use. The symbols in that letter's group will be displayed.
(3) Press (◁◁) and (▷▷) to move the cursor under the symbol you want.
(4) Press (Set) to display your message with the selected character added to it.
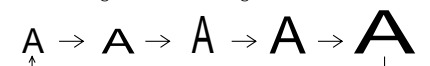(5) Repeat steps (1) through (4) if you wish to add another symbol to your message.

SIZE

There are five different character sizes that you can select for your message. The indicator at the top of the display shows the currently selected size.

A Standard size
J.SMITH

A Double width
J.SMITH

A Double height
J.SMITH

A Double width & double height
J.SMITH

A 4 x Width & double height
J.SMITH

To choose a character size:
(1) Hold down (Code) and press (T) to change the character size.
(2) Continue holding down (Code) and pressing (T) until your desired character size is indicated. The sizes change in the following order:

A → A → A → A → A

STYLE

You can also use one of nine different print styles for the characters in your label.

NORM (normal) OUTL (outline) BOLD

SHAD (shadow) ITAL (italic) IT+O (italic + outline)

IT+B (italic + bold) IT+S (italic + shadow) VERT (vertical)

(1) Hold down (Code) and press (3 Style) once. The current print style is displayed.

(2) Continue holding down (Code) and pressing (3 Style) until your desired print style appears. If you select a style other than normal, the STl indicator on the bottom of the display comes on.

FONT

With the Font function, you can choose to print your text using either the "NORM" or the "TITL" font. If the "TITL" font is selected, the entire text is printed in capital letters.

NORM TITL

ABC **ABC**

(1) While holding down (Code), press (5 Font) once, and keep (Code) held down to display the current font setting.

(2) While still holding down (Code), continue pressing (5 Font) until the desired font setting appears. If you select "TITL", the Title indicator at the bottom of the display comes on.

Note:
- The "TITL" font can only be used when printing on 1/2" (12-mm)-wide tape.
- If "TITL" is selected, the text is printed with the "NORM" style setting, with no frame or underline, and with a preset size setting.
- When double-line printing is used, the text will be printed with the "NORM" font.

UNDERLINE

This option allows you to emphasize your entire text by underlining it.

OFF (no underline) ON (underline)

ABC ABC

(1) While holding down (Code), press (7 Underline) once, and keep (Code) held down to display the current underline setting.

(2) While still holding down (Code), continue pressing (7 Underline) until the desired underline setting appears. If "ON" is displayed, the text is underlined. If "OFF" is displayed, the text is not underlined.

Note:
- If a frame was chosen before selecting underlining, the frame is cancelled and the underline is printed.
- The underline is not printed if the "VERT" print style is selected.
- The underline is not printed if the "TITL" font setting is selected.

FRAME

You can decorate your text by adding a frame to it.

OFF (no frame) BOX1 BOX2 BOX3 BOX4

ABC ABC ABC ABC ABC

(1) While holding down (Code), press (9 Frame) once, and keep (Code) held down to display the current frame setting.

(2) While still holding down (Code), continue pressing (9 Frame) until the desired frame setting appears.

Note:
- If underlining was chosen before selecting a frame, the underlining is cancelled and the frame is printed.
- The frame is not printed if the "VERT" print style is selected.
- The frame is not printed if the "TITL" font setting is selected.

LABEL LENGTH

Although the length of the printed label automatically adjusts to fit the length of the entered text, there may be times when you will want to make a label with a specific length. The Label length mode allows you to set the label to a length between 2" and 9.9" (50 and 250 mm).

(1) Hold down (Code) and press (E Length) once. The current label length setting appears on the display. If "L---" is displayed, the Label length mode is off. When the Label length mode is on, "L" and the current setting (in either inches or millimeters) are shown.

(2) Continue holding down (Code) and pressing (E Length) until the Label length mode is turned on and the current setting is shown.

(3) Use the number keys or press (◄◄) and (►►) to enter the label length that you want to use. Press (M) to switch the setting between inches and millimeters. When a decimal point is displayed in the setting (e.g., 2.0), the label length is shown in inches.

(4) Press (L) to display the length of the currently entered text and check that it is less than the set length.

(5) Press (Set) to set the label length.

DOUBLE-LINE PRINTING

This option enables two lines of text to be printed, one above the other. Double-line printing can only be used if 3/8" (9-mm) or 1/2" (12-mm)-wide tape is installed.

(1) Enter the text for the upper line.
(2) Hold down (Code) and press (T D.Line). The lower line marker (▼) will appear on the display.
(3) Type the text for the lower line.

TAPE FEED

This function can be used to leave equal margins on the left and right sides of the label: 1/6" (4 mm) when "#" is displayed, 1/2" (12 mm) when "##" is displayed and 1" (24 mm) when "###" is displayed. In addition, one label with multiple format styles can be printed using the "–" setting, which does not feed the tape after printing the label.

(1) Hold down (Code) and press (Q Tape) once. The current tape feed setting appears on the display.

(2) Continue holding down (Code) and pressing (Q Tape) until your desired setting appears.

Note: After pressing the tape cutter button to cut off a label that was printed using the "#" or "##" settings, center the text within the label by cutting along the printed dots.

MIRROR PRINTING

This function prints your label so that the text is legible from the adhesive side of the tape. If mirror-printed labels are attached to glass, such as a showroom, or some other transparent material, they can be read correctly from the opposite side. For this application, transparent tape must be used.

(1) Hold down (Code) and press (X Mirror) once. The current mirror printing setting appears on the display. When "M: ×" is displayed, the text is printed normally. If "M: o" appears, the mirror printing function is on.

(2) Continue holding down (Code) and pressing (X Mirror) until your desired setting appears.

PRINTING & CUTTING

After you have changed the format of the text, you are ready to print the label.

Press (Print). The message "PRNT" is displayed while the message is being printed. The label comes out of the tape exit slot on the top end of the machine.

To cut the tape:

(1) If the tape margins are set to "–", hold down (Code) and press (Sym Feed). (Refer to TAPE FEED.) The message "FEED" is displayed while the tape is fed.
(2) Push in the tape cutter button on the left side of the machine.

Note: In order to prevent damage to the tape, do not attempt to cut it while the messages "PRNT" or "FEED" are displayed.

REPEAT PRINTING

This function allows you to repeatedly print the same label up to nine times.
It is recommend to set the tape margins to "#" or "##". (Refer to TAPE FEED.)

(1) Hold down (Code) and press (V Repeat). The message "1-9?" is displayed.
(2) Press the number key (1-9) corresponding to the number of labels you want. For example, if you want to print nine labels, press (9).
(3) Press (Print) and the set number of labels will be printed. If the margins are set to "–", hold down (Code) and press (Sym Feed) before cutting the tape. (Refer to TAPE FEED.)
(4) Push in the tape cutter button to cut the tape, then cut along the printed dots to separate the labels.

NUMBERING

This function can be used to print a set number of labels in which the designated number automatically increases by 1 after the label is printed, for example when printing labels containing a date ("JULY 4, 1962", "JULY 5, 1962", and "JULY 6, 1962").
It is recommend to set the tape margins to "#" or "##". (Refer to TAPE FEED.)

(1) Position the cursor beneath the number in the text to be increased, then hold down (Code) and press (N Number). The message "1-9?" is displayed.
(2) Press the number key (1-9) corresponding to the last number that is to be printed. For the example explained above, press (6).
(3) Press (Print) and the labels will be printed. Printing will be repeated, with the specified number increased by 1, until the entered number is reached. If the margins are set to "–", hold down (Code) and press (Sym Feed) before cutting the tape. (Refer to TAPE FEED.)
(4) Push in the tape cutter button to cut the tape, then cut along the printed dots to separate the labels.

PHRASE MEMORY

You can use the Phrase Memory to store your most frequently used messages. Text stored in the Phrase Memory will not be deleted by the usual message deleting operation (holding down (Code) and pressing (Del Clear)).
You can easily recall your message from this Phrase Memory any time you want to work with it.

MEMORY SIZE

In the Phrase Memory you can store up to a total of 300 characters. These 300 characters can be divided into as many as nine areas.
The maximum capacity for any single area is 55 characters.

STORING THE MESSAGE

(1) Hold down (Code) and press (U Store). The message "1-9?" is displayed.
(2) Press the number key (1-9) corresponding to the Phrase Memory area that you wish to select. Your message is stored in the chosen area and the message previously shown in the working area reappears on the display.

If the area you select is already being used, the error message "ERR" will briefly appear, then you will again be asked to choose an area. In this case, select a different area between 1 and 9.
If messages are already stored in all nine areas, you must delete one of them before you can store your current message.
Also, when 300 characters are already stored in the Phrase Memory and you try to store more, the message "FULL" will appear on the display. You must delete one of the memory areas before you can store your current message.

RECALLING FROM PHRASE MEMORY

(1) Hold down (Code) and press (O Recall). The message "1-9?" is displayed.
(2) Press the number key (1-9) corresponding to the Phrase Memory area containing the message that you want to recall. The number and the beginning of the selected message appear on the display. If you selected the wrong number, you can now press a different number key (1-9) to display the correct message.
(3) Press (Set) to recall the message selected from the Phrase Memory and display it in the working area for use.

DELETING FROM PHRASE MEMORY

(1) Hold down (Code) and press (& M.Del). The message "1-9?" is displayed.
(2) Press the number key (1-9) corresponding to the Phrase Memory area containing the message that you want to delete. The number and the beginning of the selected message are displayed. If you wish, you can now press a different number key to select a different message.
(3) Press (Set) to delete the selected message from the Phrase Memory.

TROUBLESHOOTING

Problem	Solution
1. The display stays blank after you have turned on the machine.	• Check that the batteries are correctly installed. • Check the batteries. Replace them if they are weak.
2. The machine does not print, or the printed characters are blurred.	• Check that the tape cassette has been installed properly. • Check the tape cassette. Replace it if it is empty. • Check that the character size is appropriate for the width of the tape that is used.
3. The printed characters are not formed properly.	• Check the batteries. Replace them if they are weak.
4. Striped tape appears.	• You have reached the end of the tape. Replace the tape cassette.
5. The memory has cleared on its own.	• The batteries may be weak. Replace them.
6. A blank horizontal line appears through the printed label.	• There may be some dust on the print head. Remove the tape cassette and use a dry cotton swab to gently wipe the print head with an up-and-down motion. • If dust still remains, dip the cotton swab in isopropyl (rubbing) alcohol and gently wipe the print head again.

MESSAGE LIST

ERR	An error occurred.
BATT	The batteries are weak.
BATT	The batteries are empty.
FULL	The working area is full (max.: 55 characters) or the Phrase Memory is full (see MEMORY SIZE).
A-R?	See SYMBOLS.
A-U?	See ACCENTED CHARACTERS.
NORM	
OUTL	
BOLD	
SHAD	
ITAL	See STYLE.
IT+O	
IT+B	
IT+S	
VERT	
NORM	See Font.
TITL	
OFF	See UNDERLINE/FRAME.
ON	See UNDERLINE.
BOX1	
BOX2	See FRAME.
BOX3	
BOX4	
–	
#	See TAPE FEED.
##	
###	
L---	No label length is set.
L*.*	See LABEL LENGTH.
L***	
>2.0	The set label length is too short.
>050	
<9.9	The set label length is too long.
<250	
M: o	See MIRROR PRINTING.
M: ×	
PRNT	The label is being printed.
FEED	The tape is being fed.
1 - 9?	See REPEAT PRINTING, NUMBERING, STORING THE MESSAGE, RECALLING FROM PHRASE MEMORY and DELETING FROM PHRASE MEMORY.

SPECIFICATIONS

Keyboard: 49 keys (40 character keys and 9 function keys)
Print speed: 10 mm/sec.
Character size: Standard size
Double width
Double height
Double width & double height
4 × Width & double height
Character font: HELSINKI, TITLE
Print tape: Pressure-sensitive adhesive-based (TZ tape only)
1/2" (12 mm) (W)
3/8" (9 mm) (W)
1/4" (6 mm) (W)
LCD: 7 × 5 dots 1 line × 4 columns
Power supply: Six AAA size alkaline batteries (LR03) or optional AC adaptor (7V, 1.2A)
The power automatically turns off if no key is pressed within five minutes.
Dimensions: 3 7/8" (W) × 6 3/8" (D) × 1 7/8" (H)
(99 mm × 164 mm × 50 mm)
Weight: 0.88 lb (0.40 kg) (without batteries and tape cassette)
Working area size: 55 characters
Phrase Memory size: 300 characters maximum, 9 storage areas available

IMPORTANT WARRANTY INFORMATION
Thank you for purchasing this Brother Product. We hope that you will enjoy using it. We suggest that you keep all packing and other materials.

SHOULD YOU ENCOUNTER ANY PROBLEMS WITH YOUR PRODUCT,
PLEASE DO NOT RETURN YOUR PRODUCT TO THE STORE!

After referring to the instruction manual, if you still need assistance, call Brother Customer Service at:
Voice: **1-877-4-PTOUCH OR**
Fax: **1-901-370-1210**
If you need a local service center, please call 1-800-284-HELP to locate the authorized service center closest to you.